

**10 SEPTEMBER 2004**

**Personnel**

**THE US AIR FORCE ACADEMY BOARD**



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This instruction implements AFD 36-20, *Accession of Air Force Military Personnel*, and describes the functions and responsibilities of the United States Air Force Academy (USAFA) Board and details its membership. The basic authority for establishing this Board is Title 10, United States Code (U.S.C.), Chapter 903, *United States Air Force Academy*. This publication applies to the Academy Board, its membership, and all subcommittees. See **Attachment 1** for a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

In accordance with AFI33-360 Volume 1, *Air Force Content Management Program—Publications*, this instruction has been renumbered to align with the Air Force Policy Directive it is implementing. Minor changes were made to ease reading. “Designated representative” was added to references to the Headquarters (HQ) USAFA Superintendent (HQ USAFA/CC). Finally, paragraph **2.5** is added to formalize the requirement for cadet squadron representation at Academy Boards that address a disenrollment case. This publication has been renumbered to align with the AFD that it is implementing. A bar (|) indicates revision from the previous edition.

**1. Board Membership.** All members must be in the grade of colonel or above. If the position is designated by the Superintendent to be permanently filled by a civilian of equivalent rank, that incumbent will serve as a member of the Academy Board:

**Table 1. THE US AIR FORCE ACADEMY BOARD MEMBERS**

Superintendent	Member with vote
Commander, 34th Training Wing	Member with vote
Dean of the Faculty	Member with vote
Director of Athletics	Member with vote
Director of Athletics Programs	Member with vote
Chair, Basic Sciences Division	Member with vote
Chair, Engineering Division	Member with vote
Chair, Humanities Division	Member with vote
Chair, Social Sciences Division	Member with vote
Commander, 34th Education Group	Member with vote
Member-at-large	Member with vote
Director of Admissions	Secretary of the Board without a vote
<b>NOTE:</b> HQ USAFA/CC will designate one colonel, member-at-large.	

## 2. Operating Procedures:

2.1. The Academy Board meets at the call of the Superintendent (HQ USAFA/CC). A standing committee or any member of the Academy Board may submit items for consideration at a meeting. The senior member present will preside.

2.2. A majority of the regular members constitutes a quorum, and each voting member present has one vote on any issue put to a vote. Voting is by secret ballot, and a majority decides any issue put to a vote. In a tie, the presiding officer has one additional vote.

2.3. In the absence of a regular member, a designated officer who temporarily assumes his or her duties will sit as a member, provided that his or her rank is colonel or above. The Superintendent will be informed of alternates prior to the meeting.

2.3.1. No member of the Academy Board may take part in the deliberation or vote on a cadet case and (or) admission in which they have a direct involvement, which constitutes an adversarial relationship or a conflict of interest with the individual cadet, or case to be considered. In this context, what amounts to an adversarial relationship or conflict of interest must stem from a personal involvement in the case as opposed to a professional one. Members of the Academy Board have an affirmative duty to reclude themselves in order to comply with this guidance. The Superintendent or designated representative, will decide all questions regarding an Academy Board member's reclusion from a case.

2.4. Unless otherwise approved by the Superintendent, the following members must attend when the cases indicated are presented to the Academy Board:

2.4.1. 34th Training Wing Commander (34 TRW/CC) for Military Review Committee (MRC) and honor cases.

2.4.2. The Headquarters USAFA Dean of the Faculty (HQ USAFA/DF) and the applicable Academic Review Committee (ARC) chairman for ARC cases.

2.4.3. The Headquarters USAFA Director of Athletics (HQ USAFA/AH) and Physical Education Review Committee (PERC) chairman for PERC cases.

2.5. For cases in which the Academy Board is considering cadets for disenrollment, the cadet's Air Officer Commanding will attend Academy Board Meetings. If the Air Officer Commanding is not available, the Group Commander and the Academy Military Trainer will attend in their place.

2.6. The proceedings of the Academy Board are closed, and its deliberations are held in confidence, except as required by higher authority. Members of the Academy Board should not discuss the deliberations outside of the board proceedings.

2.7. The HQ USAFA/CC (or designated representative), with the advice of the Academy Board, has review and approval authority over all Academy Board standing committees.

### **3. Title 10 U.S.C. Responsibilities:**

3.1. "A cadet who is reported as deficient in conduct or studies and recommended to be discharged from the Academy may not, unless recommended by the Academy Board, be returned or reappointed to the Academy" (10 U.S.C. Section 9351, *Cadets: Deficiencies In Conduct Or Studies; Effect Of Failure On Successor*).

3.2. "If it is determined that, upon the admission of a new class to the Academy, the number of cadets at the Academy will be below the authorized number, the Secretary of the Air Force may fill the vacancies by nominating additional cadets from qualified candidates designated as alternates and from other qualified candidates who competed for nomination and are recommended and found qualified by the Academy Board" (10 U.S.C. Section 9343, *Cadets: Appointment; To Bring To Full Strength*).

### **4. Responsibility of the Superintendent (HQ USAFA/CC):**

4.1. The Superintendent normally obtains the advice of the Academy Board before acting on the following matters:

4.1.1. Selection and admissions policies.

4.1.2. Methods for evaluating cadet conduct and aptitude for commissioned service.

4.1.3. Intercollegiate athletic policies.

4.1.4. The Academy calendar and cadet scheduling policy.

4.1.5. Policies and procedures for the selection, assignment, and appointment of officials who instruct cadets (e.g., the faculty, air officers commanding, and coaches).

4.1.6. Merit rolls and achievement awards.

4.1.7. Privilege systems.

4.2. The Superintendent obtains the consent of the Academy Board before:

4.2.1. Approving any changes in course offerings, required courses, academic majors, or graduation requirements.

4.2.2. Granting any cadet the degree of Bachelor of Science.

4.3. The Superintendent may obtain the advice of the Academy Board on all involuntary disenrollments and turnbacks of cadets.

4.4. The Academy Board may be called upon for advice on any matter deemed appropriate by the Superintendent.

## 5. The Secretary of the Academy Board:

5.1. Processes all matters for the Academy Board action and makes recommendations to the HQ USAFA/CC or designated representative on the appropriateness and priority of each item.

5.2. Prepares the Academy Board agenda and Academy Board materials, and maintains the Academy Board calendar. All matters submitted to the Academy Board are included on the agenda. The agenda (with supporting documents, if necessary) will normally be made available to the members 3 duty days prior to the meeting of the Academy Board.

5.3. Maintains Academy Board files.

5.4. Monitors the implementation of the Academy Board action items.

5.5. Distributes to the Academy Board members reports, evaluations, or instructions from advisory activities or higher headquarters concerning educational and training matters.

## 6. Standing Committees of the Academy Board:

**Table 2. The Air Force Academy Athletic Association Advisory Council**

Faculty Representative for Intercollegiate Athletics	Chairperson
Director of Staff, HQ USAF Academy	Member
Vice Commander, 34 <sup>th</sup> Training Wing	Member
Director of Athletics	Member
Professor and Head, Department of Law	Member
Comptroller, HQ USAF Academy (Financial Advisor)	Member
Commander, 10th Services Squadron (NAF Advisor)	Member
Vice Commander, 10th Air Base Wing	Member
Director of Admissions	Member
Department of Athletics Comptroller	Recorder without vote

**NOTE:** A representative from the HQ USAFA, Staff Judge Advocate (HQ USAFA/JA), Vice Athletic Director, and Vice President, Associate of Graduates is invited to attend meetings to advise the Board on matters within their expertise.

6.1. Curriculum Committee. Reviews and recommends curricular changes to the Academy Board. USAFAI36-176, *Curriculum Handbook and Curriculum Change Control*, specifies committee membership, duties, and procedures.

6.2. Scheduling Committee. Coordinates and schedules all cadet time during the academic year (fall and spring academic semesters: transition week for the fall semester through graduation day for the spring semester). USAFAI36-181, *The Cadet Wing Weekly Schedule*, outlines procedures. The scheduling committee coordinates all annual and academic semester schedules presented to the Academy Board for approval, including semester calendars, and the Air Force Academy Cadet Wing Schedule of Calls. Following Academy Board approval, the 34th Training Wing, Scheduling Office (34 TRW/SDCP) publishes the semester calendars and the Schedule of Calls.

6.3. Air Force Academy Athletic Association Advisory Council (AFAAAAC). The AFAAAAC ensures the proper management of Athletic Association activities and resources in order to provide the most efficient operations within the scope of existing Air Force instructions. This is accomplished by observing the overall operation of the activity and making recommendations to all levels of management.

6.3.1. AFAAAAC Procedures. To convene at least quarterly or in special meetings called by the chairman. The board resolves questions by a majority vote and then submits its recommendations to HQ USAFA/CC or designated representative for approval.

6.4. Academic Review Committees (ARC). One Academic Review Committee for each of the four cadet classes evaluates cadets deficient in academic performance and forwards recommendations to the HQ USAFA/CC or designated representative. USAFAI36-164, *Review and Disposition of Deficient Cadets*, specifies the membership, duties, and procedures.

6.5. Physical Education Review Committee (PERC). PERCs evaluate cadets deficient in the athletic program. After considering each cadet's overall performance, makes appropriate recommendations to the Director of Athletics who will forward to HQ USAFA/CC or designated representative. USAFAI36-164 specifies committee membership, duties, and procedures.

6.6. Eligibility Committees. One Eligibility Committee for each cadet intercollegiate athletic squad determines eligibility standards and whether cadets meet standards for that activity. The committees meet at the call of their respective chairpersons, and decisions are by majority vote. USAFAI36-164 specifies committee membership, duties, and procedures.

6.7. Military Review Committee (MRC). Evaluates cadets deficient in military performance, specifically conduct and aptitude, and forwards recommendations to HQ USAFA/CC or designated representative concerning their fitness for commissioning. USAFAI36-164 specifies committee membership, duties, and procedures.

6.8. Summer Training Review Committee (STRC). Considers the cases of cadets deficient in the completion of pass or fail summer training programs. USAFAI36-164 outlines committee membership, duties, and procedures.

## **7. Information Collections, Records, and Forms or Information Management Tools (IMT).**

7.1. Information Collections. No information collections are created by this publication.

7.2. Records. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil>.

7.3. Forms or IMTs (Adopted and Prescribed).

- 7.3.1. Adopted Forms or IMTs: No forms or IMTs are adopted by this publication.
- 7.3.2. Prescribed Forms or IMTs: No forms or IMTs are prescribed by this publication.

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Superintendent, United States Air Force Academy

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

**AFPD 36-20**, *Accession of Air Force Military Personnel*

**Title 10, U.S.C., Chapter 903**, *United States Air Force Academy*

**Title 10 U.S.C. Section 9343**, *Cadets: Appointment; To Bring To Full Strength*

**Title 10 U.S.C. Section 9351**, *Cadets: Deficiencies In Conduct Or Studies; Effect Of Failure On Successor*

**USAFAI 36-176**, *Curriculum Handbook and Curriculum Change Control*

**USAFAI 36-181**, *The Cadet Wing Weekly Schedule*

**USAFAI 36-164**, *Review and Disposition of Deficient Cadets*

#### *Abbreviations and Acronyms*

**ACC**—Air Combat Command

**AFAAAAC**—Air Force Academy Athletic Association Advisory Council

**ARC**—Academic Review Committees

**HQ**—Headquarters

**MRC**—Military Review Committee

**PERC**—Physical Education Review Committee

**RDS**—Records Disposition Schedule

**STRC**—Summer Training Review Committee

**U.S.C.**—United States Code

**USAF**—United States Air Force Academy